

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your support in the form of sponsorship to enable me to attend an upcoming overseas workshop on [Workshop Topic/Title], which will take place in [Location] from [Start Date] to [End Date].

This workshop will provide invaluable insights and skills that are directly applicable to my role as [Your Position/Role] at [Your Organization]. Attending this event will allow me to enhance my knowledge, network with industry professionals, and bring back valuable information that can benefit our team and organization.

The total cost of attending, which includes registration, travel, and accommodation, amounts to [Total Amount]. I am seeking sponsorship of [Sponsorship Amount] to help cover these expenses.

In return for your support, I would be happy to share my learnings and experiences with your team through a presentation or a detailed report upon my return. Additionally, I can acknowledge your sponsorship in any materials related to the workshop.

Thank you for considering my request. I look forward to the possibility of collaborating with [Company/Organization Name] in this endeavor. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]